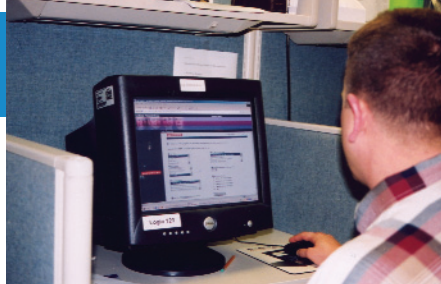


Preparing for the Big Move

When you leave the Navy you may not have a job, a house or the same benefits and there is a lot required of a service member before they can leave the Navy. This is a stressful situation even if you are aware that it was going to happen. Here is a basic checklist of what should be done before you make the transition.



- Pay off as much debt as possible. It is best to have all your debt fall within 20 percent of your take-home pay, not including your mortgage.
- Create a nest egg for the first few months after leaving the Navy. In an uncertain job market it could take a while to secure a job.
- Make a decision about your future health care coverage.
- Attend a TAP class at least 90 days before your active duty ends.
- Complete your Pre-Separation Counseling Checklist (DD 2648) no later than 90 days prior to separation (it's the law!)
- Fill out your VA paperwork.
- Schedule a separation physical.
- Purchase a civilian wardrobe.



Additional Resources:

For more information and resources, try these Internet Websites:

Stay Navy www.staynavy.mil

VA Education Information www.va.gov/education

Veterans Employment and Training Service www.dol.gov/vets

Unemployment Insurance www.ows.doleta.gov

Transition Bulletin Board www.dmdc.osd.mil/ot

College Opportunities <http://nces.ed.gov/ipeds/cool>

Veterans Information Guide to Civil Service and Employment
www.opm.gov/veterans/html/vetsinfo.htm

Troops to Teachers www.jobs2teach.doded.mil

Helmets To Hardhats www.helmetstohardhats.org

United States Secret Service www.ussc.treas.gov

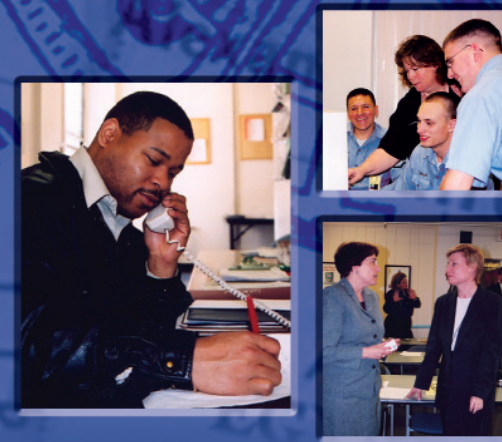


Meeting Your Needs. At Home. At Sea.



TRANSITION ASSISTANCE MANAGEMENT PROGRAM

Chart the Course for Your Future.



Meeting Your Needs. At Home. At Sea.

Chart the Course for Your Future

Leaving the Navy is not just a matter of changing jobs. It's a total lifestyle change. Civilian life and the military life can seem like two different worlds, especially if your entire career has been in the Navy. The Transition Assistance Management Program (TAMP) at the Fleet and Family Service Center (FFSC) was created to help service members make informed decisions about leaving the Navy and make their transitions as



smooth as possible. Service members are required by law to complete pre-separation counseling no later than 90 days prior to separation and are advised to start this process at least 12 months before separation and 24 months before retirement. The Center can help you make

decisions, save money, start a job search and utilize all the programs and advice TAMP has to offer.

TAMP Programs and Resources:

• Individual Transition Counseling

Visit with your Command Career Counselor to make a plan of action. Find out everything that needs to be done before you go and what The Center can offer you to help you chart your course for the future.

• Resumes and Cover Letters

Find out what it takes to get a job in today's job market. Experienced counselors can help you develop a cover letter and resume that fits your career needs.

• Electronic Job Banks and Internet Access

The Center's electronic job banks have hundreds of jobs for you to search through, or you can use the Internet to search through other online job sources, like monster.com or hotjobs.com.

• Veterans Administration Benefits and Review

Whether retiring or separating, this seminar will help you find out about your VA benefits and how the system works.

• Job Fairs

Many Centers offer on-base job fairs or have a schedule of job fairs in the area that are the perfect place to hand out your new resumes. Contact The Center to find out if they are in your area.

• Federal Employment Workshop

Federal employment can be a great opportunity for departing service members, but the application process can leave many unanswered questions. Attend this seminar to find out what you need to know to make this process easier and put yourself on the road to success.

Timelines and Transition Plans

It is vitally important that all retiring or separating service members prepare a separation timeline or an individual transition plan (ITP). They are similar, and both will keep you on the right track during your separation or retirement.

A separation timeline is a guide to help you determine what needs to be done and when. Not only will this help you achieve a successful transition, it will also alleviate some of the stress that comes with these challenging times. A timeline should be started, if possible, no later than 12 months before separation so that you have adequate time to get everything done.

An ITP is different in the sense that it doesn't just set a plan for a separation, but helps you make decisions about all aspects of your life. The guidance of a TAMP counselor can help you decide where you want to be in five or 10 years and then lays out a plan to get there by setting personal, financial and career goals.



What is the Transition Assistance Program (TAP)?

The Transition Assistance Program (TAP) is the most common service associated with TAMP. It is a seminar that typically lasts three to four full days. If separating or retiring, the class is required prior to completing your active duty. Spouses are also encouraged to attend.

The TAP course offers training and education in...

- Resume writing
- Interviewing skills
- Salary negotiations
- Finding employment resources and job market information
- Eligibility for Veterans' benefits
- Separation pay issues and budgeting
- Locating educational opportunities and applying
- Skills assessment
- Federal employment opportunities
- Investment and credit card issues
- Understanding Social Security

CONSEP

The Career Options and Navy Skills Evaluation Program (CONSEP):

CONSEP is a four-day class created to assist service members, in all stages of their Navy careers, make informed decisions about their futures. The classes are usually administered in three stages, first-term career workshop, midterm career workshop, and a retirement workshop. There are certain requirements to attend each one. For example, the midterm classes are for sailors with six to 12 years of service who are within 18 to 24 months of completing their active duty.

The course is designed to help sailor's assess their careers and their futures. Experienced instructors teach different topics and the main emphasis is on self-assessment, personal financial planning, Navy career options and civilian career planning. The course helps many uncertain sailors make the tough decision between separating and re-enlisting. By the end of the session servicemembers should have a better of idea of what they want personally, financially and in their careers and what they need to do to get there.

The response to the course has been overwhelming, and more than 95 percent of the sailors attending indicated that after completing the course they intend to re-enlist or extend.

To find out about any of these TAMP courses, contact The Center and ask for a schedule.

WHAT OTHERS SAY ABOUT CONSEP:

"I was just amazed at the class. It's not like a Navy class; it's like the real world. It will prepare you for whatever choice you make."

AME2 Christopher Bailey
Whidbey Island, Wash.

"I am a seasoned career counselor. However, I have been so overwhelmed with new information during this workshop that I feel like I have been living under a rock. I have learned something new from every topic. Not only am I ready to help my people make new changes, I am ready to make changes for myself."

FTCS (SS) Glenn Sherman
King Bay, Ga.

"This has been the most personally helpful, both professionally and financially, experience of my life. I am very impressed. I have gained so much and would recommend this to anyone."

MT2 (SS) Charles Klaren